

# Lake Balboa Neighborhood Council Bylaws

## Table of Contents

Article I	NAME .....	3
Article II	PURPOSE .....	3
Article III	BOUNDARIES .....	4
	Section 1: Boundary Description	
	Section 2: Internal Boundaries	
Article IV	STAKEHOLDER .....	5
Article V	GOVERNING BOARD.....	5
	Section 1: Composition	
	Section 2: Quorum	
	Section 3: Official Actions	
	Section 4: Terms and Term Limits	
	Section 5: Duties and Powers	
	Section 6: Vacancies	
	Section 7: Absences	
	Section 8: Censure	
	Section 9: Removal	
	Section 10: Resignation	
	Section 11: Community Outreach	
Article VI	OFFICERS .....	11
	Section 1: Officers of the Board	
	Section 2: Duties and Powers	
	Section 3: Selection of Officers	
	Section 4: Officer Terms	
Article VII	COMMITTEES AND THEIR DUTIES .....	12
	Section 1: Standing	
	Section 2: Ad Hoc	
	Section 3: Committee Creation and Authorization	
Article VIII	MEETINGS .....	13
	Section 1: Meeting Time and Place	
	Section 2: Agenda Setting	
	Section 3: Notifications/Postings	
	Section 4: Reconsideration	
Article IX	FINANCES .....	14
Article X	ELECTIONS .....	14
	Section 1: Administration of Election	
	Section 2: Governing Board Structure and Voting	
	Section 3: Minimum Voting Age	
	Section 4: Method of Verifying Stakeholder Status	
	Section 5: Restrictions on Candidates Running for Multiple Seats	
	Section 6: Other Election Related Language	
Article XI	GRIEVANCE PROCESS.....	15
Article XII	PARLIAMENTARY AUTHORITY .....	16
Article XIII	AMENDMENTS .....	16

Article XIV COMPLIANCE ..... 16  
    Section 1: Code of Civility  
    Section 2: Training  
    Section 3: Self-Assessment  
ATTACHMENT A – Map of Neighborhood Council ..... 18  
ATTACHMENT B - Governing Board Structure and Voting ..... 19

## ARTICLE I NAME

The name of this Neighborhood Council shall be the Lake Balboa Neighborhood Council (“Council”).

## ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the safety, well-being, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.
5. To monitor and facilitate public services and infrastructure investments.
6. To participate actively in the citywide Neighborhood Council System.
7. To provide an opportunity to engage a representative cross-section of the Council’s stakeholders in local affairs.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office;
4. To inform the community of forthcoming projects and issues of concern including utilization of the Early Notification System (ENS) to inform the Council and

Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

5. To encourage all Community Stakeholders to participate in activities of the Council;
6. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation;
7. To have fair, open, and transparent procedures for the conduct of all Council business and;
8. To establish procedures for communicating with all Neighborhood Council Community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

### **ARTICLE III BOUNDARIES**

The Council covers a geographic area described below.

**Section 1: Boundary Description** - The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

1. **North** – Saticoy Street from White Oak Avenue to Louise Avenue;  
Roscoe Boulevard from Louise to US Freeway 405;
2. **East** – San Diego Freeway also known as US Freeway 405;
3. **South** – Victory Boulevard
4. **West** – White Oak Avenue from Victory Boulevard to Saticoy Street;  
Louise Avenue from Saticoy Street to Roscoe Boulevard.

The boundaries of the Council are set forth on the Map of the Lake Balboa Neighborhood Council boundaries, attached as Attachment A.

The area known as the Sepulveda Dam Basin shall be a shared area. This area borders several other Neighborhood Council Districts and includes significant areas designated for public use. Some of these areas of public use include the Sepulveda Basin Wildlife Reserve, Sepulveda Dam SCCA Velodrome, Sepulveda Basin Recreational Area, Sepulveda Dam Model Airdrome Fields, Lake Balboa, Anthony C. Beilenson Park, Hjelte Sports Center, Pedlow Skateboard Park, as well as the Encino Golf Course.

**Section 2: Internal Boundaries** - Not applicable.

## ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council;  
or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

## ARTICLE V GOVERNING BOARD

The Board of Directors (“Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

**Section 1: Composition** - The Board shall consist of seventeen (17) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. Unless otherwise noted below, all members of the Board must be eighteen (18) years of age or older at the time of election. The composition of the Board shall be as follows:

- A. **Six (6) Residential Stakeholder Representatives (RSR)** – An RSR shall be any person whose primary residence or living space is located within the Council’s boundaries whether in a home, apartment, condominium or other accommodation.
- B. **Three (3) Business Stakeholder Representatives (BSR)** – A BSR shall be any person who (1) owns a business; (2) owns business, residential rental or real property; or (3) works within the Council’s boundaries.
- C. **Three (3) Organizational Stakeholder Representatives (OSR)** – Open to Stakeholders eighteen (18) years of age or older who participate in a community based organization, including but not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries
- D. **One (1) Senior Stakeholder Representative (SSR)** – An SSR shall be any person that meets the criteria for a RSR, BSR, or OSR AND is older than 55 years of age at the time of election.

**E. One (1) YSR Youth Stakeholder Representative (YSR)** – Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat member shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts.

**F. One (1) At-Large Elected Community Interest Stakeholder Representative (ALECIR)** – An ALECISR shall be any person that meets the criteria for a RSR, BSR, or OSR but does not wish to seek a seat within that category or those who live, work, or own property in the neighborhood.

**G. Two (2) At-Large Appointed Stakeholder Representatives (ALASR)** - The Board shall appoint the two (2) ALASRs with a two-thirds (2/3) majority vote. The ALASRs shall be appointed within the first two (2) meetings of the seats being vacant. If a two-thirds (2/3) majority cannot be reached at the first two (2) meetings, a simple majority shall only be required until the seats are filled. The appointments shall remain on the agenda until such time that the seats are filled. In the event of a tie, a coin toss between the candidates with the most yes votes shall determine the seat appointment.

Each appointment shall be for twelve (12) months, and any one (1) person may only be appointed to a maximum of four (4) twelve (12) month terms. The ALASRs must meet the criteria for an RSBM, BSBM, or OSBM. In making the appointments, the Board will appoint “Stakeholder” who are not currently represented or are underrepresented on the Board, in order to achieve and foster full representation.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

**Section 2: Quorum** - The quorum shall be nine (9) members of the Board. No floating quorums are allowed.

**Section 3: Official Actions** - A simple majority vote by the Board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

**Section 4: Terms and Term Limits** - Board members shall serve a Four (4) year term commencing after being seated. There are no term limits.

**Section 5: Duties and Powers** - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

**Section 6: Vacancies** – Vacancies on the Board shall be filled using the following procedure:

A. Any “Stakeholder” interested in filling a vacancy on the Board shall submit a written application to the Board, providing that Community Stakeholder is qualified for that particular seat. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

B. The Board shall vote on the application at the meeting. If multiple applications for one (1) seat have been submitted, the candidate with the most votes wins. In the event of a tie, a coin toss between the candidates with the most votes shall determine the seat appointment.

C. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

D. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

**Section 7: Absences** - Any Board Member who misses four (4) regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, five (5) total Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

**Section 8: Censure** - The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any

officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall n

**Section 9: Removal** - Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain



factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only

procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

**Section 10: Resignation** - A Board member may resign from the Council and the position shall then be deemed vacant. Any member of the Board who ceases to be a "Stakeholder", as defined in Article IV, is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a majority of the attending Board Members.

**Section 11: Community Outreach** - The Council shall direct that a system of outreach be instituted to inform "Stakeholder" as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Community Stakeholders to seek leadership positions within the Council.

The Council shall maintain a website presence to disseminate information to Community Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation "Stakeholder". The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.

Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

## **ARTICLE VI OFFICERS**

**Section 1: Officers of the Board** - The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, First Vice President, Second Vice President, Secretary, and Treasurer, and Communications Officer.

**Section 2: Duties and Powers** - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall be the principal executive officer of the Council and shall in general supervise and control all of the business and affairs of the Council. The President shall preside at all meetings of the Board. The President shall ensure that all books, reports and certificates required by law are properly kept in the Council records or filed with the appropriate agency. The President may sign, with the Secretary or any other proper officer of the Council authorized by the Board, any instruments that the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board. As may become necessary, the President may appoint a Board Member to assume the responsibilities of the Treasurer or Second Signer when trained and certified. The President shall also have those additional duties incident to the office and those that may be prescribed by the Board from time to time.

B. The First Vice President shall, in the absence of the President, perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The First Vice President shall perform such other duties as from time to time may be assigned to the First Vice President by the President or by the Board.

C. The Second Vice President, in the absence of the President and First Vice President, shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Second Vice President shall perform such other duties as from time to time may be assigned to the Second Vice President by the President or by the Board.

D. The Secretary shall prepare and keep the minutes of all meetings of the Board in the appropriate books; see that all notices are duly given in accordance with the Brown Act and provisions of these Bylaws or as required by law; be custodian of the records of the Council; keep a register of the post office address of each member furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board of Directors. The Secretary shall file any certificate required by any statute, federal or state. The Secretary shall present to the membership at any meetings any communications addressed to the Secretary of the Council. The Secretary shall attend to all correspondence of the Council.

E. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

F. The Communications Officer shall be responsible for outreach to maximize stakeholder awareness and involvement, and if directed by the Board, to oversee the establishment and maintenance of a website. The Communications Officer will monitor and communicate to the Board information received through the Early Notification System.

**Section 3: Selection of Officers –**  
Officer positions shall be filled annually.

**Section 4: Officer Terms -** The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Community Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

**Section 1: Standing Committees –** Intentionally Left Blank

**Section 2: Ad Hoc Committees –** The Board may create Ad Hoc Committees as needed to deal with temporary issues.

**Section 3: Committee Creation and Authorization**

**A. Committee Authority -** All committee recommendations shall be brought back to the full Board for discussion and action.

**B. Committee Structure –** Committee Chairs shall be appointed by the President and ratified by the Board. A Committee Co-chair may be appointed by the Committee Chair. The Co-Chair, in absence of the Chair, may conduct the meeting as long as at least one Board Member is present. Standing Committees shall be comprised of at least two (2)

Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised eight (8) or less Board members and may include any interested Stakeholders. Ad hoc committees that include non-board member stakeholders shall be agendized and noticed in keeping with the Brown Act.

**C. Committee Appointment** – All Committee Chairs shall be appointed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

**D. Committee Meetings** – Standing Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Ad hoc committees that include non-board member stakeholders shall be agendized, noticed, and conducted in keeping with the Brown Act.

**E. Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

**F. Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

## ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

**Section 1: Meeting Time and Place** – All Regular Council and Special Council meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

**A. Regular Meetings** – Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

**B. Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

**Section 2: Agenda Setting** – The President shall set the agenda for each Council meeting.

**Section 3: Notifications/Postings** – At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's

physical posting location/s shall be kept on file with the Neighborhood Council. Failure to receive a meeting notice will not invalidate the meeting.

**Section 4: Reconsideration** – The Board may reconsider and amend its actions. Only those individuals voting on the prevailing side of an action may bring a motion to reconsider that action. This motion must be seconded.

Actions or motions may not be reconsidered if they have been partially carried out, if the vote has caused something to be done that cannot be undone, when a contract has been made and the other party has been notified of the vote, or when some other parliamentary motion can obtain the same result.

A motion to reconsider may be brought up at the same meeting. This must be done immediately following the original motion. A motion may also be brought up at the next regularly scheduled meeting. A memorandum must be submitted to the Secretary or other individual responsible for preparing the agenda at least two (2) days in advance of the deadline for posting notices for the meeting. This memorandum shall identify the reason(s) for reconsideration. The motion to reconsider shall then be added to the agenda. If the motion succeeds, the original item shall once again be under discussion and the Board shall take another vote on the matter.

## ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection.

D. At each Regular Board meeting, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

## ARTICLE X ELECTIONS

**Section 1: Administration of Election** – The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

**Section 2: Governing Board Structure and Voting** – The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Community

Stakeholders may vote for the Board seats are noted in Attachment B. For each category, voters shall be permitted to vote for as many candidates as there are open seats for that specific category.

**Section 3: Minimum Voting Age** – Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

**Section 4: Method of Verifying Stakeholder Status** – Voters will verify their Stakeholder status through written self-affirmation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** – A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

### **Section 6: Other Election Related Language**

A. The application may be accompanied by a Candidate Statement of one hundred and fifty (150) words or less, twelve (12) point font or larger, and may not include any pictures, profanity or comments about any other candidates. Those individuals with a plurality of votes shall be elected. In the event of a tie, the City shall determine the tie breaking method.

B. The Board may establish an Election Committee at least one hundred and twenty (120) days prior to Election Day to provide assistance to the City Clerk in preparing for and conducting Board elections every four years. The Election Committee's main role will be to conduct outreach. The Chair of the Election Committee shall serve as an Election Liaison to the City Clerk. All outreach efforts should conform to the Citywide Election Procedures. The vote shall be by official ballot. The election shall be so guarded and conducted as to detect fraud and preserve the purity and security of the ballot. The ballot shall list the names of those individuals that have been appropriately qualified by the City. These names shall appear in random order for each seat. No Community Stakeholder shall be able to vote more than one (1) ballot. No Community Stakeholder may vote by proxy or mail.

## **ARTICLE XI GRIEVANCE PROCESS**

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Community Stakeholders who merely disagree with a position or action taken by the Board at one (1) of its meetings, which grievances may be aired publicly at Council meetings.

An ad-hoc grievance panel consisting of at least three (3) Community Stakeholders appointed by the President and with the approval of the Board shall examine the issue and submit a written report and recommendation to the secretary within seventy-five (75) days of grievance notification. The matter shall be placed on the agenda of the next meeting. In accordance with the Ralph M. Brown Act, the matter shall not be discussed until that meeting.

In the event that a grievance cannot be resolved through this process, then the matter may be referred to the Department for consideration.

## ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the Rosenberg's rules of order when conducting Council meetings.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

## ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any "Stakeholder" may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds (2/3) vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

Any Board member or "Stakeholder" may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

## ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

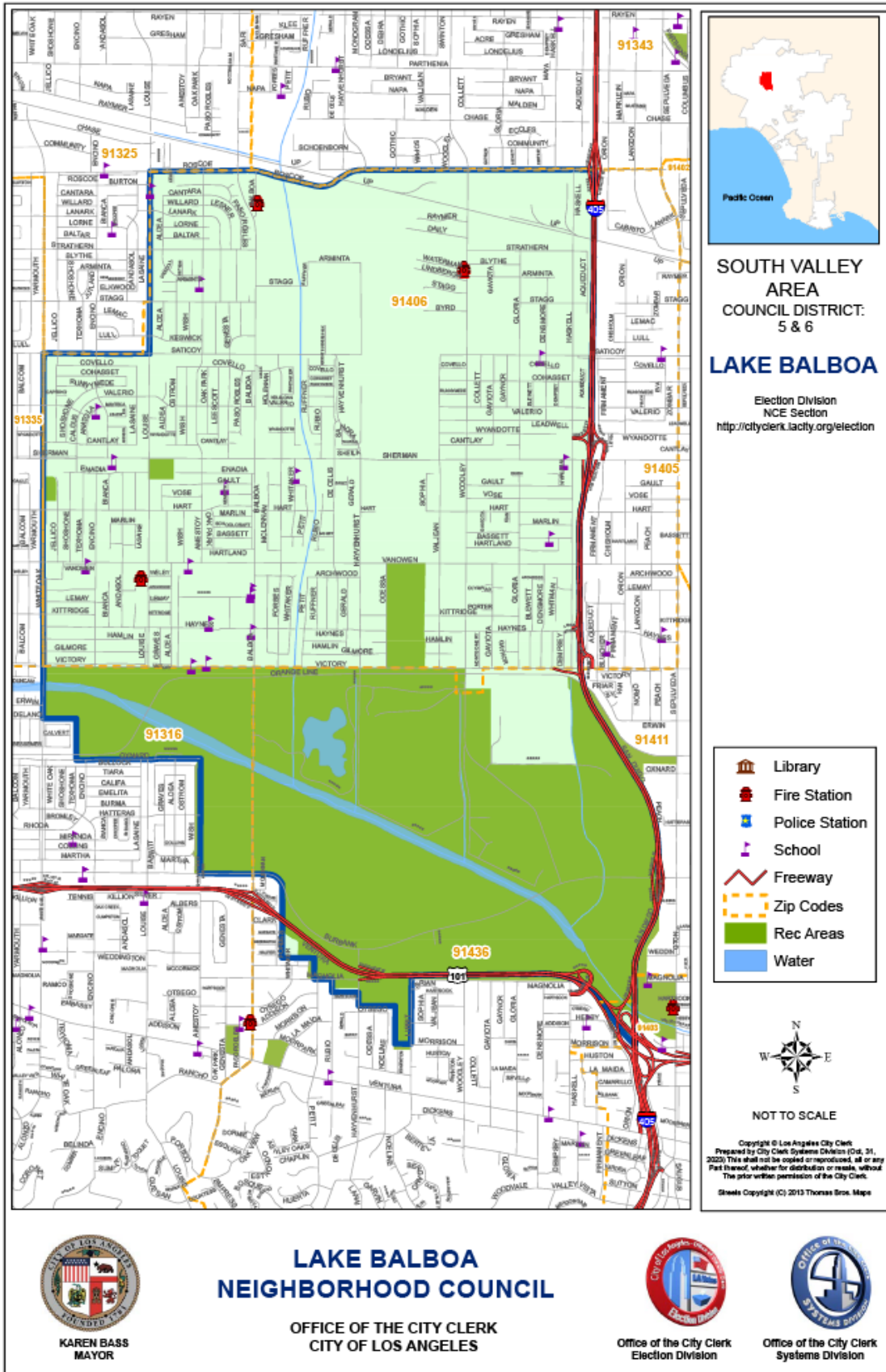


**Section 1: Code of Civility** – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy

**Section 2: Training** – *Neighborhood Council Board Members, whether elected, selected, or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.*

**Section 3: Self-Assessment** – Intentionally Left Blank

# ATTACHMENT A - Map of Lake Balboa Neighborhood Council





**ATTACHMENT B – Governing Board Structure  
Lake Balboa Neighborhood Council -17 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Residential Stakeholder Representative (RSR) Term: 4 Years	6	Elected	Any stakeholder whose primary residence or living space is located within the Council's boundaries whether in a home, apartment, condominium or other accommodations, and is 18 years or older at the time of election.	Stakeholders 16 years of age and above.
Business Stakeholder Representative (BSR) Term: 4 Years	3	Elected	Any stakeholder who (1) owns a business; (2) owns business rental or real property; or (3) works within the Council's boundaries, and is 18 years or older at the time of election.	Stakeholders 16 years of age and above.
Organizational Stakeholder Representative (OSR) Term: 4 Years	3	Elected	Any stakeholder who participates in community organization such as: religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys and girls club, cultural group, or environmental group within the Council's boundaries, and is 18 years or older at the time of election.	Stakeholders 16 years of age and above.
Youth Stakeholder Representative (YSR) Term: 4 Years	1	Elected	Any stakeholder who is at least 14 years and no more than 17 years of age on the day of the election	Stakeholders 14 years of age and above
Senior Stakeholder Representative (SSR) Term: 4 Years	1	Elected	Any stakeholder that meets the criteria for RSR, BSR, or OSR AND is older than fifty-five (55) years of age at time of election.	Stakeholders 16 years of age and above.
At-Large Elected Community Interest Stakeholder Representative (ALECISR) Term: 4 Years	1	Elected	An ALECISR shall be any stakeholder who live, work or own real property or declare a stake in the neighborhood as a community interest stakeholder, and is 18 years or older at the time of election	Stakeholders 16 years of age and above.
At-Large Appointed Stakeholder Representative (ALASR) Term: 4 Years	2	Appointed	Stakeholder who meets the criteria for category RSR, BSR, or OSR and is 18 years or older at the time of election.	Current Board members appoint with approval by 2/3 of Board members voting.